

OFFICE OF LAW - 21

MISSION

The Office of Law enforces County laws and ordinances and provides legal reviews, advice and representation for the County Executive, County Council and county agencies.

CORE SERVICES:

- Serve as legal advisor to the County Executive, County Council, all agencies of the County and the various boards, commissions and committees.
- Represent the County in lawsuits.
- Enforce County ordinances and collection activities.
- Serve as legal counsel to the Department of Social Services and provide legal assistance to the Housing Authority on landlord-tenant issues.
- Review all contractual documents for legal sufficiency.

FY 2007 KEY ACCOMPLISHMENTS:

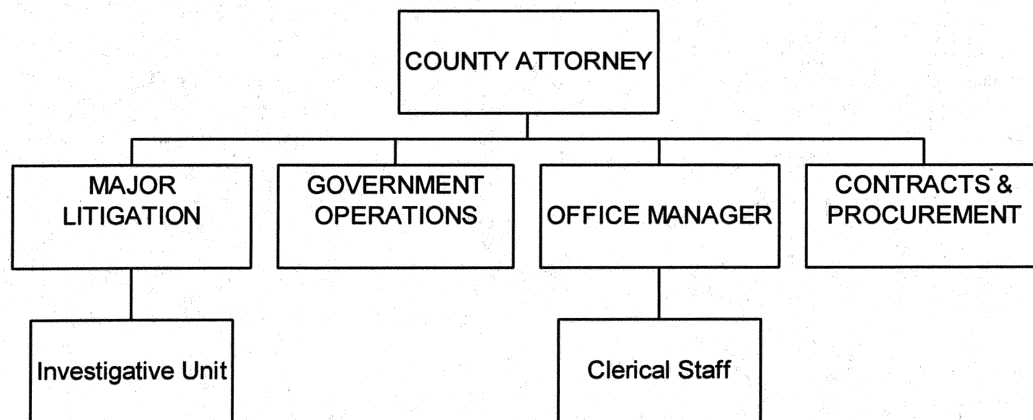
- Litigated various cases which saved the County \$23 million in potential damages.
- Negotiated the cable franchise agreement between Prince George's County, Maryland and Verizon Maryland Inc. and assisted in the approval process conducted by the County Council.
- Provided legal assistance by negotiating and drafting the contract documents with Motorola, Inc. for the County's procurement of an 800 MHz digital trunked land mobile radio system. Drafted and negotiated MOUs with several private and public property owners for construction and operation of 21 radio communication towers that are part of the land mobile radio system.
- Provided legal advice and assistance in reviewing policies and ensuring compliance for the new Countywide Intranet system which became operational in October, 2006.
- Worked with Fire/EMS personnel and others to prepare legislation to revise the Prince George's County Fire Safety Code, Subtitle 11 and legislation to adopt individual codes and standards of the National Fire Protection Association (NFPA) Life Safety Code 101.

FY 2008 FISCAL & STAFFING OVERVIEW:

The FY 2008 approved budget for the Office of Law is \$4.7 million, an increase of \$413,600 or 9.6% increase from the FY 2007 approved budget of \$4,297,500. Major changes in the FY 2008 approved budget include:

- Cost of living adjustment and merit increases for 60 full-time employees and one part-time employee.
- Increase in operating expenses for contracted legal services.
- Two new attorneys positions and one Administrative Aide.

ORGANIZATIONAL CHART:



PERFORMANCE MANAGEMENT:

GOAL 1 - To provide a vigorous defense for Prince George's County in order to limit the county's exposure and financial liability.

Objective 1.1 – By FY 2010, maintain or reduce the amount of expenditures on settlements/judgments at or below the initial reserve for 90% of active cases in order to reduce the county's cost of liability.

MEASURES

Objective Number	Measure Name	Measure Category	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Projected
1.1	Litigation cases received	Input	136	76	87	72	75
1.1	Litigation cases settled	Output			29	30	30
1.1	Settlements/judgments at or below initial reserve	Outcome			23	25	26
1.1	Percent at or below initial reserve	Efficiency			79%	83%	87%

GOAL 2 - To provide prompt and accurate legal review and advice to the County Executive, County Council, and county agencies in order to satisfy the needs to those clients.

Objective 2.1 – By FY 2010, 95% of routine legislative requests will be responded to within fifteen business days after receipt in order for timely and accurate advice prior to council hearings.

Objective 2.2 – By FY 2010, 85% of transactional reviews will be responded to within fifteen days after receipt of all appropriate documentation in order to expedite the transaction for the client.

MEASURES

Objective Number	Measure Name	Measure Category	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Projected
2.1	Attorney legislative assignments	Efficiency	48	42	76	32	34
2.1	Legislative requests received	Input	171	149	191	80	85
2.1	Legislative requests reviewed	Outcome	171	130	167	73	80
2.1	Percent reviewed within 15 days of receipt	Efficiency	100%	87%	87%	91%	94%

GOAL 3- To enforce the civil laws of the County and State of Maryland in order to protect the health, safety, welfare, and interest of the County.

Objective 3.1 – By FY 2010, 90% of forfeiture cases will be filed with the court within 30 days of receipt from the Police Department.

Objective 3.2 – By FY 2010, 85% of subrogation cases will be filed with the court within 30 days of receipt from the third party administrator in order to recover the county's damages and reduce the Risk Management Fund.

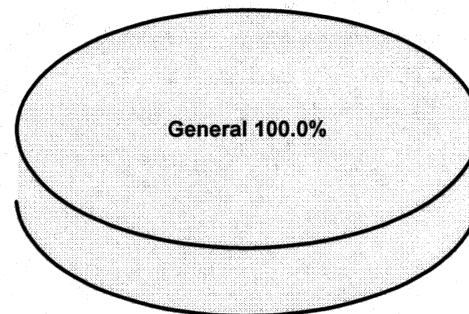
MEASURES

Objective Number	Measure Name	Measure Category	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Projected
3.1	Forfeiture cases filed/processed	Outcome			181	163	163
3.1	Percent filed/processed	Efficiency			100%	90%	90%
3.2	Subrogation cases received	Input			12	10	10
3.2	Subrogation cases filed/processed	Outcome			10	8	9
3.2	Percent filed/processed	Efficiency			83%	80%	90%

	FY2006 ACTUAL	FY2007 BUDGET	FY2007 ESTIMATED	FY2008 APPROVED	CHANGE FY07-FY08
TOTAL EXPENDITURES	\$ 3,867,261	\$ 4,297,500	\$ 4,303,700	\$ 4,711,100	9.6%
EXPENDITURE DETAIL					
Office Of Law	5,128,596	5,546,400	5,546,000	5,978,200	7.8%
Recoveries	(1,261,335)	(1,248,900)	(1,242,300)	(1,267,100)	1.5%
TOTAL	\$ 3,867,261	\$ 4,297,500	\$ 4,303,700	\$ 4,711,100	9.6%
SOURCES OF FUNDS					
General Fund	\$ 3,867,261	\$ 4,297,500	\$ 4,303,700	\$ 4,711,100	9.6%
Other County Operating Funds:					
TOTAL	\$ 3,867,261	\$ 4,297,500	\$ 4,303,700	\$ 4,711,100	9.6%

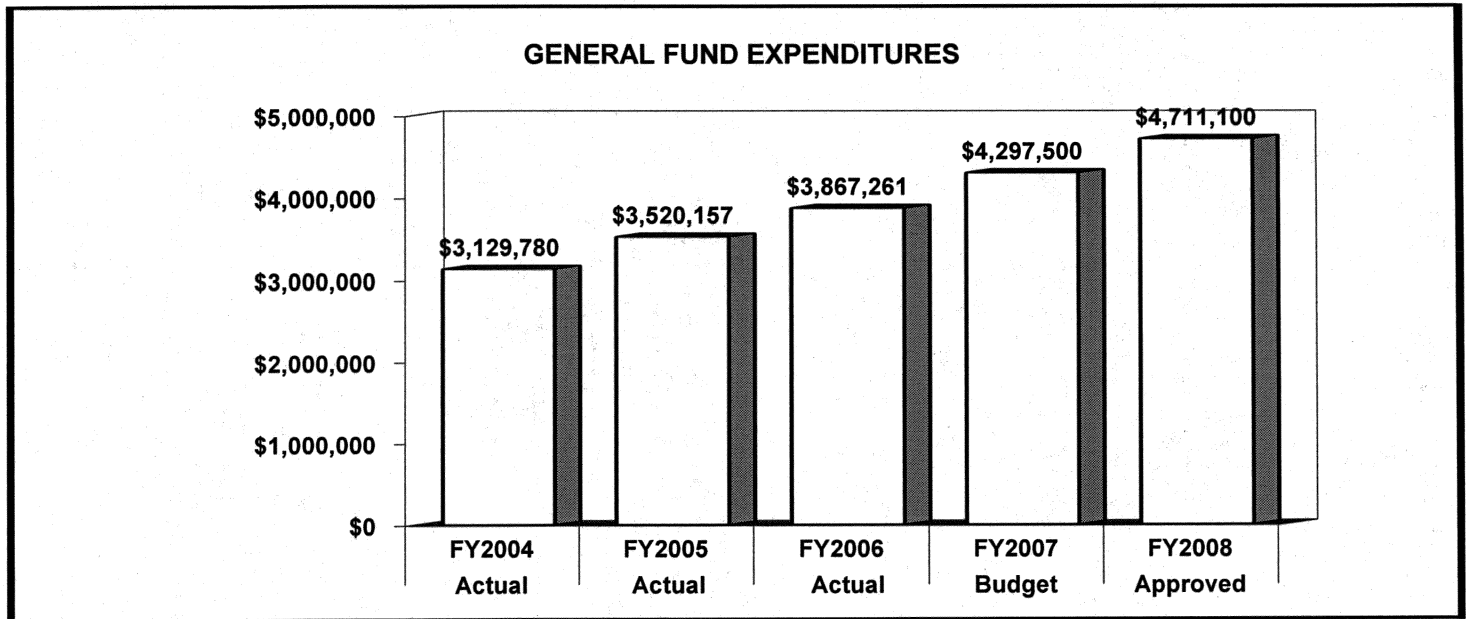
FY2008 SOURCES OF FUNDS

Although the agency is supported 100% by the General Fund, a portion of its costs are recovered based on legal services provided to other County Funds.

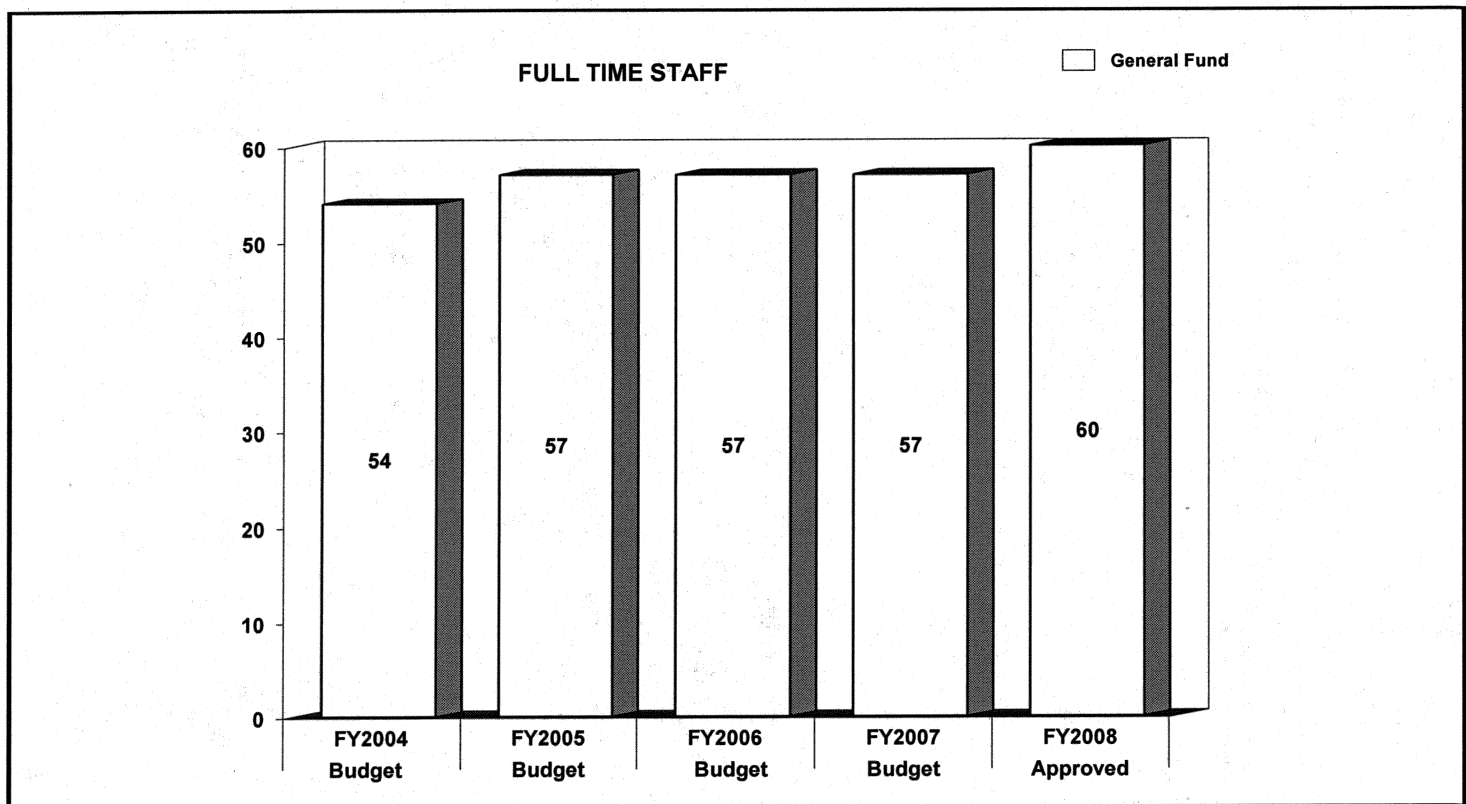


	FY2006 BUDGET	FY2007 BUDGET	FY2008 APPROVED	CHANGE FY07-FY08
GENERAL FUND STAFF				
Full Time - Civilian	57	57	60	3
Full Time - Sworn	0	0	0	0
Part Time	1	1	1	0
Limited Term	0	0	0	0
OTHER STAFF				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
TOTAL				
Full Time - Civilian	57	57	60	3
Full Time - Sworn	0	0	0	0
Part Time	1	1	1	0
Limited Term	0	0	0	0

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Directors	1	0	0
Deputy Directors	2	0	0
Attorneys	39	0	0
Administrative Assistants	4	0	0
Investigators	2	0	0
Law Clerks	1	1	0
Administrative Support	11	0	0
TOTAL	60	1	0



The agency's expenditures have increased 24.0% from FY 2004 to FY 2006. This increase was primarily driven by cost of living, merit, and fringe benefit adjustments. The FY 2008 approved budget is 9.6% more than the FY 2007 approved budget.



The agency's staffing complement increased by three positions from FY 2004 to FY 2007. The FY 2008 staffing increases by two full-time attorney positions and one administrative aide position.

	FY2006 ACTUAL	FY2007 BUDGET	FY2007 ESTIMATED	FY2008 APPROVED	CHANGE FY07-FY08
EXPENDITURE SUMMARY					
Compensation	\$ 3,826,669	\$ 4,184,000	\$ 4,184,000	\$ 4,544,000	8.6%
Fringe Benefits	835,096	948,100	948,100	1,003,900	5.9%
Operating Expenses	466,831	414,300	413,900	430,300	3.9%
Capital Outlay	0	0	0	0	0%
	\$ 5,128,596	\$ 5,546,400	\$ 5,546,000	\$ 5,978,200	7.8%
Recoveries	(1,261,335)	(1,248,900)	(1,242,300)	(1,267,100)	1.5%
TOTAL	\$ 3,867,261	\$ 4,297,500	\$ 4,303,700	\$ 4,711,100	9.6%
STAFF					
Full Time - Civilian	-	57	-	60	5.3%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	1	-	1	0%
Limited Term	-	0	-	0	0%

In FY 2008, compensation expenditures increase 8.6% over the FY 2007 budget due to COLA, merit, and staffing complement changes. Compensation costs include funding for 60 full-time employees, one part-time employee, and five summer youth. Fringe benefit expenditures increase 5.9% over the FY 2007 budget. This is due to the adjustment of allotted fringe benefit costs.

Operating expenses decrease by 3.9% over the FY 2007 budget.

MAJOR OPERATING EXPENDITURES FY2008	
Office Automation	\$ 150,000
General and Administrative	\$ 135,600
Contracts	
Miscellaneous	\$ 34,000
Telephones	\$ 30,000
Training	\$ 24,000

